TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION

POSITION TITLE: CLERK II –
Unit Supply

SALARY GROUP: A07

DEPARTMENT: Laundry, Food and Supply

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Ronald A. Hudson   DATE: 03/20/2013

POSITION #:   009056

I.   JOB SUMMARY

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents, stock, and inventory; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II.   ESSENTIAL FUNCTIONS

A.   Prepares and proofs correspondence, inventory documents, manuals, purchase orders, records, reports, requisitions, summaries, and related forms; posts information to agency records; and modifies forms and records.

B.   Assists in conducting inventory; picks up, delivers, and unloads supplies, equipment, and materials; receives, stores, and issues stock items; inspects merchandise for quality and compliance with specifications; and reconciles inventory reports to physical balances.

C.   Compiles, organizes, and tabulates data; performs calculations and data entry and retrieval; and makes adjusting entries.

D.   Opens, sorts, logs, and distributes mail; files and maintains supplies, forms, records, and reports; and makes copies.

*   Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

    A. Education, Experience, and Training

        1. Graduation from an accredited senior high school or equivalent or GED.

        2. Clerical, secretarial, administrative support, or technical program support experience preferred.

        3. Computer operations experience preferred.

    B. Knowledge and Skills

        1. Knowledge of office practices and procedures.

        2. Knowledge of business terminology, spelling, punctuation, and grammar.

        3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

        4. Skill to communicate ideas and instructions clearly and concisely.

        5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

        6. Skill to interpret and apply rules, regulations, policies, and procedures.

        7. Skill to prepare and maintain complex records and files in an automated system.

        8. Skill to make arithmetic computations.

        9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

      10. Skill to operate a 10-key calculator by touch preferred.

      11. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.

B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, hand truck, pallet jack, platform truck, drum cradle, telephone, and automobile.